APPENDIX E - Preparation Guidelines for Project Study Report Data Sheet (Highway Planting) and Project Study Report Data Sheet (Highway Planting Restoration)

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ARTICLE 1 - Overview

Use of PSR Data Sheets for Highway Planting & Highway Planting Restoration

A Project Study Report (PSR) Data Sheet is required for all major, unprogrammed candidate highway planting projects. The Data Sheet will satisfy the requirement for a PSR, which is necessary for a project to be programmed. The Project Study Report Data Sheet for Highway Planting (PSR Data Sheet-HP) is used for projects in the HB32 program and the Project Study Report Data Sheet for Highway Planting Restoration (PSR Data Sheet-HPR) for projects in the HA25 program. These guidelines provide two separate Data Sheet forms: one for each type of project. The forms are to be used in accordance with the procedures described in Chapter 9, Article 7, and Chapter 29 of this manual.

A priority rating sheet is normally prepared with the PSR Data Sheet. Refer to the *Project Candidate List Development Manual* for instructions on preparing priority ratings.

A computerized version (Macintosh) is available from the Office of State Landscape Architecture (OSLA) for both of the PSR Data Sheets and for the corresponding Priority Rating Sheets. It allows the user to move data back and forth between the Priority Rating Sheet and the PSR Data Sheet. The computer will automatically calculate quantities and insert them into the appropriate fields.

ARTICLE 2 - Item-by-Item Guidelines for Using the Forms

Report Format

The PSR Data Sheet-HP and the PSR Data Sheet-HPR must be prepared and submitted using the formats at the end of this Appendix. The following headings correspond to specific topics that are to be discussed in the submittal.

Cover Sheet

All PSR Data Sheet-HP and PSR Data Sheet-HPR submittals should have a standard cover sheet to provide project identification information and signatures. Information to be provided includes the following:

- Title

  Indicate "Project Study Report Data Sheet (HB32 - Highway Planting)" or "Project Study Report Data Sheet (HA25 - Highway Planting Restoration)" as appropriate.

- District–County–Route, Kilometer Post (Post Mile) [Dist–Co–Rte, KP(PM)]

  The Kilometer Post should be given to the nearest 0.1 km; if the project is 0.2 km or more in length, give both the beginning and ending Kilometer Posts. Post Miles should follow Kilometer Posts if needed for continuity of file references or other reasons.

- Responsible Unit (RU)

  The unit source code of the licensed landscape architect in responsible charge of the technical features of the project.

- Expenditure Authorization (EA)

  The multiphase EA, using the "0" phase for the project.

- Program Identification

  The program codes as given in the programming document or the project scheduling plan indicating the kind of work involved; for example: Other Highway Construction (OHC–HB32) or Rehabilitation and Safety (RAS–HA25). Refer to Chapter 4.

- On Route _____ From _____To _____

  A brief written description of the project limits that corresponds to the Kilometer Posts given above and that ties the limits to commonly known physical features on the ground that can be identified on available mapping.

- Vicinity Map

  A small map showing the project limits consistent with the brief description and Kilometer Posts, and a north arrow. For a person unfamiliar with the project, the map should be sufficient to locate the project at a glance. It

should show the features used to identify the project limits: such as roads, streams, junctions or railroads, and the nearest town (unless too distant), plus a note indicating the direction-to and name-of the next town in each direction.

- Recommended Approval

  The recommendation for approval, signed by the Project Manager, District LA and District Maintenance as an indication that all landscaping and environmental concerns have been addressed.

- Approval

  The approval of the PSR Data Sheet-HP or the PSR Data Sheet-HPR by the District Director (or by a District Division Chief to whom that authority has been officially delegated) approves the proposal concept for programming.

Licensed Landscape Architect's Stamp and Statement

The second page of both the PSR Data Sheet-HP and the PSR Data Sheet-HPR contains the required seal or stamp and signature of a licensed landscape architect who is the person in responsible charge. The sheet must include a statement indicating that the licensed landscape architect attests to the technical information contained therein and the data upon which recommendations, conclusions, and decisions are based. Approval of either Data Sheet is a management decision and is separate from this technical signature of the person in responsible charge.

Priority Index No.

Enter Priority Index Number from the Priority Rating Sheet.

CTC Project Category No.

Enter the proper Project Category Number from the Project Category List in the *Project Candidate List Development Manual.*

STIP/SHOPP Proj. No. (PPNo)

Not applicable when adding a new project.

Current Project Cost Est.

Use total estimated project cost.

Base Estimate Date

Use January of current year.

Project Size in Hectares

Use gross plantable hectares.

Cost Per Hectare to State

Divide "Total Estimated State Cost" by hectares shown for "Project Size in Hectares."

Adjusted Cost Per Hectare

Subtract the items marked with an asterisk (including the 20% contingency for these items) from the "Total Estimated State Cost" and then divide by the hectares shown for "Project Size in Hectares."

Hectares of Existing Planting

HB32 Projects

Enter the number of hectares of existing planting.

Stage

HB32 Projects

Mark "First" stage with "X" if there is no existing planting within the project limits. If there is existing planting within the project limits, mark "Second" stage. Mark "Portions" if planting only a portion of the project.

Estimated Payback Period

HA25 Projects

Payback must be 12 years or less and will be calculated by using the total project cost minus hazard reduction, safety items, water assessment fees, nonpotable water transmission or supply lines and remote irrigation control systems when applicable. Applicable payback items are those that do not relate to hazard reduction, safety, etc.

Proposed F.Y.

Enter the earliest programmable fiscal year.

Program Element

HB32 Projects

HB-32 SHOPP projects will be in the OHC program element.

HA25 Projects

HA-25 SHOPP projects will generally be in the RAS program element.

Project Description

Use the limits shown on the Priority Rating Sheet. Verify to see if limits and description are correct.

Proposed Improvement (Scope)

HB32 Projects

Particular attention should be given to the description of the proposed improvement (scope). It should include a discussion on additional items that are specific to the project (miscellaneous paving, gates, assessment/capacity charges, booster pumps, etc.).

The subject of nonpotable water must be addressed for each project. The discussion should focus on availability, use, and extra facilities required (e.g., transmission lines, booster pumps, and additional crossovers).

HA25 Projects

Particular attention should be given to the description of the proposed improvement (scope). Indicate the predominant type of work from one of the following: replacement planting, replace planting & irrigation, replace planting & upgrade irrigation, plant restoration, mitigation planting, freeze damage replacement, upgrade irrigation, automate irrigation, or nonpotable water.

Describe the proposed improvement for the type of work noted. For irrigation upgrade projects, note the type of work proposed (e.g., Irrigation Upgrade - replace backflow preventers, automate manual system, install remote irrigation control system (RICS)). Do not use the general description "Highway Planting Restoration".

The narrative should include a discussion on additional items that are specific to the project (miscellaneous paving, gates, assessment/capacity charges, booster pumps, etc.).

The subject of nonpotable water must be addressed for each project. The discussion should focus on availability, use, and extra facilities required (e.g., transmission lines, booster pumps and additional crossovers).

Deficiencies

State the deficiency and justify why the improvement is needed.

Estimate

HB32 Projects

Indicate with an "X" which type of planting is being proposed. Enter the number of hectares and cost per hectare. The cost per hectare maximum will apply to — and should be reduced to — allow for the 25% contingency. Contact OSLA for the allowable cost per hectare maximum (it is adjusted annually).

- Highway Planting

  This is for warranted planting. The OSLA determines the allowable maximum cost per hectare (which includes contingencies).

- Linear Planting

  This item is for warranted planting where narrow right of way areas exist. The allowable maximum cost per hectare can be exceeded.

- Legally Required Planting

  This is for planting to satisfy written agreements, Memoranda of Understanding, environmental documents, or court orders. The allowable maximum cost per hectare can be exceeded.

HA25 Projects

Use the "Planting" category if the majority of work is planting. Use the "Irrigation" category if the majority of work is irrigation. Do not combine categories. Use only one category.

- Planting For Construction Removal

  This item is for planting and irrigation to replace that removed by construction. The OSLA determines the allowable maximum cost per hectare (which includes contingencies) that will apply. It is adjusted annually.

- Planting For Upgrading

  This item is for rehabilitation (upgrading) of existing planting with irrigation projects. The cost must meet the 12-year payback requirement.

- Planting For Mitigation

  This item is for new highway planting projects with or without irrigation. The applicable cost per hectare maximum is determined by OSLA. Exceptions will be permitted if the environmental document requires more.

- Irrigation For Construction Removal

  This item is for irrigation to replace that removed by construction.

- Irrigation For Upgrading

  This item is for rehabilitation (upgrading) of existing irrigation. The cost must meet the 12-year payback requirement.

- Irrigation For Retrofit

  This item is for installing a new irrigation system for existing planting that does not have an irrigation system. The cost must meet the 12 year payback.

Additional Items:

- Design for Safety

  Indicate the cost to do work associated with safety improvements for maintenance, e.g., installation of access gates, relocation of irrigation appurtenances away from shoulders and maintenance pullouts. These costs are not included in the cost per hectare.

- Water Assessment Fee

  Enter the total water assessment fee/capacity charge. A cost per hectare maximum (adjusted annually by OSLA) is allowed for State payment — except for projects under 2.2 hectares. These costs are not included in the cost per hectare. For more information, see Chapter 29, Section 2, Article 4.

- Nonpotable Water

  Costs for using nonpotable water must not exceed 125% of all costs associated with using potable water. Costs in excess of the 125% amount are to be justified on the basis of demonstrated cost savings over a 20-year life cycle. These additional costs (in excess of potable water) are not included in the cost per hectare. Use the "Cost Justification for Nonpotable Water Use" worksheet - refer to Appendix EE.

- Remote Irrigation Control System (RICS)

  Costs for this item that are in addition to the costs of a standard automatic irrigation system are not included in the cost per hectare.

- Resident Engineer's Field Office

  Costs for this item are not included in the cost per hectare.

- Other

  Add any additional major item to be included in the estimate.

Local Contribution

Enter local contribution only if there is a positive commitment of funds in the form of a resolution or a Cooperative Agreement. If there is a positive commitment to funding at a later date, the Priority Rating Sheet can be adjusted to take credit for it at that time.

Project Support

Include estimated PY effort and other support costs of project development and construction from the time the project is initially programmed through the final stages of construction. The proposed schedule should be based upon when the District realistically expects that the project would be programmed, typically in the last two years of the program. This information is not required for Minor projects.

The cost of any specialty contracts or other atypical direct project costs which may be required for the project should also be estimated by the proposed fiscal year. Do not include costs for PY estimates. The Project Management Program (PMP) will establish average dollar costs per PY for various functions, including salary, benefits, CADD usage, travel and other direct costs. Once a project is about to be programmed, these rates will be applied to the estimated PY effort by PMP to establish the project's support budget.

Comments

This area is for (1) items requiring further explanation, or (2) factors not discussed under "Proposed Improvement" (e.g., exceptions, legal requirements, etc.), or (3) for discussing Cooperative Agreement features.

Attachments

All attachments should be legible, clearly labeled, and folded with the binding on the left. The following attachments must be included with the PSR Data Sheet-HP or the PSR Data Sheet-HPR:

- HB32 or HA25 Priority Rating Sheet

- "Cost Justification for Nonpotable Water Use" worksheet (See Appendix EE.)

Caltrans Metric

Dist - Co - Rte, KP(PM)
RU - EA
Program

PSR DATA SHEET
(Highway Planting)

Vicinity Map

Show:

- Project limits
- North Arrow

On Route_____

From _____

To _____

APPROVAL RECOMMENDED:

_____
PROJECT MANAGER

_____
DISTRICT LANDSCAPE ARCHITECT

_____
DISTRICT MAINTENANCE

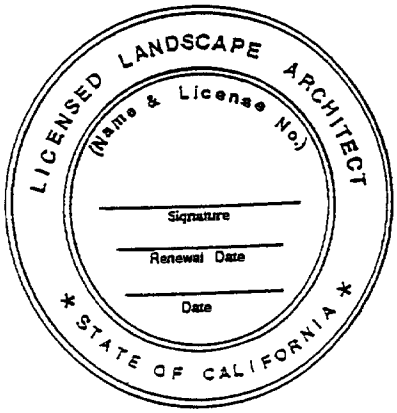
APPROVED:

_____ _____
DISTRICT DIRECTOR *DATE*

Dist - Co - Rte, KP(PM)
EA

This Project Study Report Data Sheet has been prepared under the direction of the following licensed landscape architect. The licensed landscape architect attests to the technical information contained herein and the data upon which recommendations, conclusions and decisions are based.

LICENSED LANDSCAPE ARCHITECT *DATE*



PSR DATA SHEET
HB32 HIGHWAY PLANTING

Date_____ Priority Index No. _____
Prepared By_____ CTC Project Category No._____
CALNET_____ STIP/SHOPP Proj. No. (PPNO)_____
Proj. Land. Arch._____

Current Project Cost Est. $_____ Dist. - Co. - Rte_____
Base Estimate Date _____
KP(PM)_____
Project Size in Hectares_____ EA_____
Cost Per Hectare to State $_____
Adjusted Cost per Hectare $_____ PROPOSED F.Y._____
Hectares of Existing Planting_____ PROGRAM ELEMENT_____
Stage:_____First_____Second_____Portions

PROJECT DESCRIPTION (LIMITS):_____
_____

PROPOSED IMPROVEMENT (SCOPE):_____
_____

DEFICIENCIES:_____
_____

ESTIMATE:

Type of Planting:

Hwy Planting _____(#ha _____@$_____ /ha) = $ _____
Linear Planting _____(#ha _____ @$_____ /ha) = $ _____
Legally Req. Planting _____(#ha _____ @$_____ /ha) = $ _____

ADDITIONAL ITEMS:

Design for Safety (Note Items:_____) * $ _____
Water assessment fee * $ _____
Is nonpotable water available? If yes:
Cost of transmission / supply lines. * $ _____
Other costs associated with conversion
from potable to nonpotable water * $ _____
(Note Items:_____)
Remote Irrigation Control System (RICS) * $ _____
Resident Engineer's Field Office * $_____
Other:_____. $ _____
SUBTOTAL $ _____
25% contingency $ _____
TOTAL ESTIMATED PROJECT COST $ _____
Less local contribution $ _____
TOTAL ESTIMATED STATE COST $ _____

***Not included in maximum cost per hectare for planting.**

PROJECT SUPPORT:

Proposed Program FY	District PY'S			Engineering Service Center PY'S			FY Total PY'S	Other Costs ($)
				Others		Office		
	Design	R/W	Constr	Design	Constr	Engr		
TOTAL ESTIMATED PROJECT PY'S AND OTHER SUPPORT COSTS:							PY'S	$*

* Note: Dollar value of estimated specialty contracts, etc. to be shown only when applicable.

COMMENTS:_____
_____

Caltrans Metric

Dist - Co - Rte, KP(PM)
RU - EA
Program

PSR DATA SHEET
(Highway Planting Restoration)

Vicinity Map

Show:

- Project limits
- North Arrow

On Route_____

From _____

To _____

APPROVAL RECOMMENDED:

_____
PROJECT MANAGER

_____
DISTRICT LANDSCAPE ARCHITECT

_____
DISTRICT MAINTENANCE

APPROVED:

_____ _____
DISTRICT DIRECTOR *DATE*

Dist - Co - Rte, KP(PM)
EA

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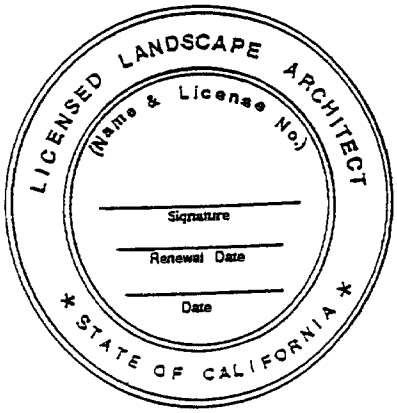
LICENSED LANDSCAPE ARCHITECT *DATE*



PSR DATA SHEET
HA25 HIGHWAY PLANTING RESTORATION

Date_____ Priority Index No. _____
Prepared By_____ CTC Project Category No._____
CALNET_____ STIP/SHOPP Proj. No. (PPNO) _____
Proj. Land. Arch._____

Current Project Cost Est. $_____ Dist. - Co. - Rte._____
Base Estimate Date _____ KP(PM) _____
Project Size in Hectares_____ EA _____
Cost Per Hectare to State $_____
Adjusted Cost per Hectare $_____ PROPOSED F.Y._____
Estimated Payback Period_____ Years PROGRAM ELEMENT _____

PROJECT DESCRIPTION (LIMITS):_____
_____

PROPOSED IMPROVEMENT (SCOPE):_____
_____

DEFICIENCIES:_____
_____

ESTIMATE:

Planting for Const. Removal	(#ha_____@$_____ / ha) =	$ _____
Planting for Upgrading	(#ha_____@$_____ / ha) =	$ _____
Planting for Mitigation	(#ha_____@$_____ / ha) =	$ _____
Irrigation for Const. Removal	(#ha_____@$_____ / ha) =	$ _____
Irrigation for Upgrading	(#ha_____@$_____ / ha) =	$ _____
Irrigation For Retrofit:	(#ha_____@$_____ / ha) =	$ _____

ADDITIONAL ITEMS:

Design for Safety (Note Items:_____)	* $ _____
Water assessment fee	* $ _____
Is nonpotable water available? If yes:	
Cost of transmission / supply lines.	* $ _____
Other costs associated with conversion from potable to nonpotable water (Note Items:_____)	* $ _____
Remote Irrigation Control System (RICS)	* $ _____
Resident Engineer's Field Office	*$ _____
Other:_____.	$ _____
SUBTOTAL	$ _____
25% contingency	$ _____
TOTAL ESTIMATED PROJECT COST	$ _____
Less local contribution	$ _____
TOTAL ESTIMATED STATE COST	$ _____

***Not included in maximum cost per hectare for replacement planting.**

PROJECT SUPPORT:

Proposed Program FY	District PY'S			Engineering Service Center PY'S			FY Total PY'S	Other Costs ($)
				Others		Office		
	Design	R/W	Constr	Design	Constr	Engr		
TOTAL ESTIMATED PROJECT PY'S AND OTHER SUPPORT COSTS:							PY'S	$*

* Note: Dollar value of estimated specialty contracts, etc. to be shown only when applicable.

COMMENTS:_____
_____